

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-410	Page: 1	of: 2
Title: Documentation of Continuing Education		
Regulatory Authority: 12VAC5-31-1680		
Date of Issue: December 1, 2002	Effective Date: March 1, 2005	

- A. Credited Course - Continuing education credit is only awarded to courses announced to the Office on "[Course Approval Request Forms](#)" prior to the course being conducted per Section [T-020](#) and other programs approved by the Office for award of CE through Category 3.
 1. A limited number of "other" programs may qualify for award of continuing education credits at the discretion of the Office. These programs include those conducted with approval from the Continuing Education Crediting Board for Emergency Medical Services ([CECBEMS](#)), other states and national EMS organizations.
 - a. Approval of "other" programs will follow guidelines established by the Office through consultation with the State EMS Advisory Board.
- B. Continuing Education Credit - Award of credit for attendance of a continuing education program will require that continuing education data be submitted in an Office approved format.
- C. Continuing Education Documentation - The Office maintains a computerized system for tracking the submission and award of continuing education credit hours for each provider. Only those continuing education hours accurately submitted and recorded by the Office will be counted toward fulfillment of a provider's requirements for recertification.
 1. The Office is not responsible for information contained in this database caused by inaccurate or incomplete submission of continuing education program attendance records, nor for the failure of the provider or any Course Coordinator to submit the records as required by state EMS regulations.
- D. Continuing Education Reports - The Office will provide "Continuing Education Reports" to providers:
 1. The Office makes available to licensed EMS agencies a subscription program for their purchase of duplicate "Continuing Education Reports" for providers who are affiliated with the EMS agency.
 2. The Office makes provider "Continuing Education Reports" available via the Internet at the Office of EMS web site (www.vdh.virginia.gov/oems). The database for "Continuing

Education Reports” printed from the web site may be up to seventy-two (72) hours delayed from the Office of EMS primary records system. “Continuing Education Reports” printed from the web site do not include a “Recertification Eligibility Notice”.

3. Once all continuing education requirements have been fulfilled, the provider will receive a cumulative “Continuing Education Report” along with their “Recertification Eligibility Notice” per [T-405](#).